
Class Lesson Plan

Computer 7B

Computer 7B Q2

Monday, Oct 24

Topic / Unit: Word Processing

Objectives

Students will learn word processing skills using the program Microsoft Word.

Resources

Microsoft Word - Introductory Book

Procedures

Word - Section 2

Review 1 - FCTPetersburg - Pgs. 68-69

Review 2 - FCTVacPackages - Pgs. 69-70

Word - Section 3

Act. 3.1-3.5 - WS3-FCTThailand - Pgs. 86-95

Act. 3.6-3.7 - WS3-FCTMiddletonRpt - Pg. 96-101

Act. 3.8 - WS3-FCTTravelIntl - Pg.102-105

Act. 3.9 - WS3-FCTEnvtoMP - Pg. 106-107

Act. 3.10 - WS3-TorontoLabels - Pg. 108-109

Review 1 - WS3- R1-FCTJuneau - Pg. 112-113

Review 2 - WS3-R2-PTRenaissanceRpt - Pg. 113

Notes

Standards:

II.9 Choose appropriate application for task

II.11 Demonstrate word processing skills

V.6 Identify and manipulate file extensions

VI.4 Identify a solution to solve a problem.